

(Expires: None)

13 December 1999

## **CIVILIAN PERSONNEL ADVISORY CENTER**

### Employee Assistance Program 00-05

1. Are you experiencing personal problems that are having an impact on your work performance or your attendance? If you answered yes, you may want to consider using the Employee Assistance Program (EAP). If those problems include members of your family, they may also use the EAP.
  2. EAP is a totally confidential referral to one of three contracted professional counseling services. Two are located in the Portland metro area, with satellite offices and contacts throughout Oregon and Washington. The third provider is located in The Dalles. The EAP is an assessment and referral resource to help you, the employee and/or your family members in finding appropriate professional resources within the community. Examples include but are not limited to caring for elderly; family/marital issues; career issues; etc.
  3. If you request EAP, you would be referred to one of the providers mentioned above. You will be authorized a total of three visits. The counselor works with you and/or family member(s) to assess your need, and provide you with advice on available alternatives for counseling, treatment, etc. Frequently, participants find solutions to their problems during the three authorized visits. However, when additional services are needed and/or wanted, the counselor will work with you to provide you with information on the resources in the community and in some cases, advise you of the services that may be available through the your own health insurance carrier. In the event you want to continue with the EAP counselor and this is acceptable to the provider, you become financially responsible for any further visits. If you are referred to another professional service as recommended by the EAP Counselor, you are financially responsible for payment to that service.
  3. The Corps of Engineers is billed and pays for the three visits. The employee's name is not included in the billing, ensuring confidentiality. No one will know that you have requested and used the EAP, unless you tell them. You may request sick leave if the appointment is scheduled during the business hours. Tamera Armstrong, (541)374-4581, is the Portland District Alcohol and Drug Abuse Counselor. If you feel you need assistance regarding alcohol or drug abuse issues, please contact Tamera directly.
  4. If you would like to schedule an appointment, have questions, concerns or would like a copy of the brochure about the program, feel free to call Dianne Bentz (503)808-
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4559 or Debi Wagner (503)808-4556. When you initiate a request for assistance, you are under no obligation to pursue any course of professional help that you don't want to follow.

FOR THE COMMANDER:

  
MICHELLE V. MITCHELL  
Chief, Civilian Personnel Advisory Center

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